

GRANTEE MONITORING

Grantee Name	North Region Pregnancy Care Center
Location/Address	1307 3 rd Street NE Suite 101 Roseau, MN 56751
Date and Location of Site Visit	July 11, 2017 on site
Grantee Participants	Brenda Yanok
MDH Participant(s)	Mary Ottman
Grant Agreement #/PO #	#109540

PURPOSE:

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

OVERVIEW

1. Is the Grantee's non-profit 501(c) 3 status current? **YES**

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2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? **YES**

3. Where is this central file located?

In Director's office

4. Who is responsible for this central file?

Director

5. Does the central file include

- The grant proposal? **YES**
- The award letter? **YES**
- The signed grant agreement and any/all amendments? **YES**
- Any/all requests and/or approvals for scope/budget changes? **YES**
- The work plan? **YES**
- Any/all payment requests (invoices)? **YES**
- Any/all signed subcontracts? Not applicable (no subcontracts)
- Any/all Progress Reports? **YES**

CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors? **N/A**

2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate?

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3. Was the contractual agreement(s) reviewed and approved by MDH before implementation?

PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time? **YES**

2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant? **YES**

3. Does the Grantee have policies and procedures in writing regarding:
 - Payroll? **YES**
 - Travel? **YES**
 - Overtime? **YES**
 - Timesheets? **YES**
 - Taxes? **YES**
 - Purchasing? **YES**
 - Compensated time off? **YES**

4. Are employees time sheets approved?

By whom (what position)? **By at least 2 A Board Member, Ex Director and Book keeper**

By the Executive Director? **YES**

5. Does the Grantee's payroll preparation and distribution involve more than one employee? **YES**



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6. Does an authorized official approve all checks before being signed? **YES**

Additional Comments:

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PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

Program History

- When was your program started? Why was it started?

Our program was started in 2006 when we received our first PA grant. We started it because we were encouraging women to carry their babies to term but we had very little quality education or material help to encourage them.

- What need does your program fulfill?

Education and material needs of mainly single, low income mothers

- How has the program grown or changed since its beginning?

We have been able to keep (pregnancy and parenting) education and referrals current. We are in a very rural area and over the years we realized many women were not getting to appointments (education, employment and medical) so we have added gas cards.

Grantee's Target population

- Who does the organization primarily serve?

Single women between ages of 15-25

- What is the program's demographic and geographic coverage?

Primarily like our local population: 95% White and living in extreme northern MN.

- Review recent Demographic reporting.

Current Demographic Reporting has been consistent with past performance.

Leadership and Governance

- Effective Board: How many board members currently serve, who are they? **4**

Katherine Marvin, Melissa Dunham, Paul King and Lori Nelson

- How often do they meet? **Once a month** How are they informed of organization's progress and challenges? **By Ex Director**

- How supportive is the Board of the program? **Very**

- How is the program staffed? **Ex Director, Client Services, Book Keeper and Volunteers**
Who is responsible for the supervision of grant staff? **Ex Director**

○ How are staff evaluated on their performance? **All work is reviewed and a yearly performance review** How long have PA staff been employed there? **2 years +**

○ How are staff background checks done? **MN BCA**

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- What is your organization's policy on complaints for staff and clients? **First to talk with Ex Director and then with a Board Member if necessary.**

Budget

- Does the current budget reflect your work plan activities? **Yes**
- Is the budget accurate for the project size/scope? **Yes**
- Do you have any challenges with the budget or invoicing? **No**
- Has your Financial Reconciliation taken place? **No**
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed.

Review Work Plan including:

Partners

- If applicable: how are people referred to the program? **Clinics, WIC and social services makes referrals to us** Are there any barriers encountered with referral sources? **No**
What is your most common referral source? **Clinics**
- Challenges with partners or specific counties? **No**

Work Plan

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since June 2016? Is there anything in particular you want to share about your current program to explain its current status?

At NRPCC we have between 15-25 women a quarter coming in for services. Our primary service is pregnancy and parenting classes with incentives. In addition we evaluate each woman, more than once; and are able to help her with her individual needs. Our goal is not just for a positive pregnancy outcome through our classes but also to improve the woman and her baby's future by helping her get medical care, advance her education, secure housing and improving her employment situation and living skills.

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This grant we added grocery cards and even though we have not needed to use them often they have been valuable in emergency situations. Our clients served are about what we projected. We still are hoping to explore new ways to reach women who could benefit from our services.

- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons? **No**

Participants:

- What type of outreach does the organization put into action? What is working well? What are more the challenging aspects to finding or retaining clients? **Website and local community partners. Outreach is an area that would be good to address at Grantee meetings.**

Data:

- How is program data collected and by whom? Is data collected useful to agency? **Data is collected by staff during each client visit.**
- Anything we can do to help or simplify data collection?

Review Evaluation

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee).
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation?

Current Year 1 Evaluation Project includes looking at client's healthy eating habits.

Miscellaneous

- Anything else you would like to share?
- Anything else we haven't asked?

What can we do to help?

- Trainings and Grantee meetings useful for grantee? **Outreach to clients and other agencies**
- Any topic suggestions? **Advertising**
- Feedback or suggestions for the state?
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?

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Summary:

North Region Pregnancy Care Center (North Region PCC) has been a long time Positive Alternatives (PA) grantee since 2006. The organization received its nonprofit status and opened in Roseau on 2004. Their office space is currently located on a main street in Roseau and has adequate space. When entering, the office space is warm and welcoming.

The program has received PA funding for the following programming: outreach, car seat education and distribution, case management services, safe sleep education and crib distribution, education assistance, employment assistance, financial assistance, housing assistance, life skills education, material support, nutrition services, pregnancy and parenting education and transportation services. After reviewing the current work plan and update reporting, discussion centered on the report counting on the quarterly reporting. Generally, it was recommended that report counts include all services provided each quarter and not numbers of individuals served. This error was most pronounced in the activity of *case management*. Staff will take notice of this discrepancy and make changes in recording on all quarterly reporting moving forward.

When reviewing current policies, it was also recommended that the Executive Director have a yearly work review. This has not been a common practice in the past. This would be a task that the board of directors should tackle.

Year 1 evaluation project included looking at the healthy eating habits of their clients. The report has been submitted. Year 2 plans are due in September of 2017.

One area that this grantee would like more information on is advertising and outreach for the promotion of their programming. As a rural nonprofit in a very northern county of Minnesota, North Region PCC provides critical care and assistance to women in unplanned and crisis pregnancies. Spreading the message to all pertinent possible partners is a challenge because of both time and travel.

Clearly, there are little options available for women in need in the rural northern counties of Minnesota. North Region PCC is filling that gap. North Region has responsibly provided programming as a PA grantee and is compliant in all reporting submissions and meeting attendance. I look forward to our continuing partnership with North Region PCC in serving women in need in Northern rural Minnesota.

Date: July 25, 2017

Grant Manager: Mary Ottman